

**CONFIDENTIAL**

*Reports 1*

STATE PRINCIPAL RECORDS MANAGEMENT ACTIVITIES FOR OCTOBER 1962

<u>TITLE OF ASSIGNMENT</u>	<u>ASSIGNED TO</u>	<u>STATUS AND RESULTS</u>
1. Vital Records	[ ]	<p>25X1</p> <p>a. Presented another Vital Records Work Shop on 24 October to representatives of other Federal Agencies at the Government-wide Records Management Seminar sponsored by the National Archives and Records Service.</p> <p>b. Approved the revision of 2 Vital Records <sup>deposits</sup> Disposition Schedules, FE, DDP, and RI/DDP.</p> <p>c. Made a special survey with all Agency Records Offices to determine additional steps needed to update Program and Deposits as result of current emergency. A special report on Vital Records will be submitted shortly.</p> <p>25X1</p>
2. Records Control Schedules	[ ]	<p>a. Started developing a Records Control Schedule for Engineering Division [ ] and Research and Development TSD/DDP. 25X1</p> <p>b. Approval received for disposition of certain Confidential Funds Records. Comptroller will revise schedule accordingly.</p> <p>c. Approved revision of 4 items in ORR schedule</p> <p>25X1</p>
3. Forms Management	[ ]	<p>a. Completed 28 new forms for Office of Security as part of survey made by [ ] in July; these resulted in the elimination of 48 "boot-leg" forms. 25X1</p> <p>b. Prepared a combined Requisition and Shipping Document for Supply Division/OL which eliminates the typing of over 40,000 separate shipping documents per year.</p> <p>c. Developed a special envelope for DDP as a part of their Headquarters Aperture Card Service. The envelope will hold 60 Punch Cards for transmission System.</p>

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<u>TITLE OF ASSIGNMENT</u>	<u>ASSIGNED TO</u>	<u>25X1</u>	<u>STATUS AND RESULTS</u>
3. Forms Management (continued)			<p>d. Salvaged an obsolete form used by RDP and converted it to use in the Office of Logistics, savings of approximately \$1,000. per year.</p> <p>e. Developed common format for 4 OTR Clerical Report Forms.</p>
4. Survey of Paperwork Process Medical Staff		25X1	<p>f. Developed 36 New Forms; revised 20 existing forms; eliminated 1 office form.</p> <p>a. Survey temporarily stopped on 15 October due to illness. A number of tentative proposals, however, were submitted for consideration. Some of these involve policy determinations.</p>
5. Review of Requests for Secure Areas			<p>a. Processed 3 requisitions; 1 had no Records Management implications. Two approved. Each will provide substantial savings in equipment and space.</p>
6. Requests for Special Filing Equipment			<p>a. Reviewed and approved 10 requisitions for NFIC; arranged for utilization of surplus equipment for one installation.</p> <p>b. Approved Shelf File Installation in existing secure area for RDP; eliminates 13 Safes and 5 Cabinets and provides about 30% more filing space.</p>
7. Disposal Standards for Intelligence Materials		25X1	<p>b. Investigated Automatic Shelf File Equipment for Central Cover/DDP.</p> <p>a. Received, signed NSA Agreement.</p> <p>b. Obtained concurrence from ACSI (Department of Army) for destruction of 40 cu. ft. of World War II Army Reports held in our Records Center for OOR.</p>

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ITEMS OF INTEREST

REF ID: A6

25X1

STATUS AND RESULTS

8. Operation of Agency

*Records Center  
& Vital Records  
Repository.*

- a. Received 954 cubic feet; destroyed 331 cubic feet; furnished 50,625 references; on hand 1 November 79,482 cubic feet.
- b. The Records Center had an abnormally large number of visitors - 127. This significant increase was due primarily to the recent emergency.
- c. Several urgent requests for Special Delivery of Intelligence Materials were received; one required 2 employees to come in on Saturday, 27 October.
- d. A proposal was developed with [ ] for utilization [ ] and Other Space to accomodate several hundred people in the event of an All-Out Emergency. This will not require the Relocation of any equipment and records in the Building.

25X1

25X1

9. Miscellaneous

25X1

- a. Preparation of Records Disposition Handbook
- b. Training
- c. Other

- a. Preliminary draft completed and discussed with several Records Officers.
- a. Attended Symposium on Office Information Retrieval sponsored by National Archives and Records Service, GSA, October 22-26.
- a. I attended the Luncheon Meeting of Management Analysis Conference Group and the regular monthly meeting of Federal Records Officers.

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UNCLASSIFIED		<input checked="" type="checkbox"/>	CONFIDENTIAL		SECRET	
<p align="center"><b>CENTRAL INTELLIGENCE AGENCY</b> <b>OFFICIAL ROUTING SLIP</b></p>						
TO	NAME AND ADDRESS		DATE		INITIALS	
1	[Redacted] 7D-24, Headquarters					
2						
3						
4						
5						
6						
ACTION		DIRECT REPLY		PREPARE REPLY		
APPROVAL		DISPATCH		RECOMMENDATION		
COMMENT		FILE		RETURN		
CONCURRENCE		<input checked="" type="checkbox"/> INFORMATION		SIGNATURE		
<p><b>Remarks:</b></p> <p>Bob:</p> <p>I will be glad to discuss any of the items on the attached October Activity Report if you wish.</p> <p>cc: Report to [Redacted] (Records Ctr.) CC: Forwarded a copy to RAO (11/6/62)</p>						
FOLD HERE TO RETURN TO SENDER						
FROM: NAME, ADDRESS AND PHONE NO.					DATE	
[Redacted] Records Administration Officer/DDS					11/5/62	
UNCLASSIFIED		<input checked="" type="checkbox"/>	CONFIDENTIAL		SECRET	

*Mr. G. J. Lopy*


OCTOBER 1962      Forms Activities

	NEW		REVISED		TOTAL	
DDI	2	21,000	3	376,000	5	397,000
DDP	1	50,000	7	455,000	8	505,000
DDS	33	184,200	8	898,000	41	1,082,200
DCI (inc. Compt. IG, Cab. Sec., etc)	0	- - -	2	6,000	2	6,000
TOTALS	36	255,200	20	1,735,000	56	2,990,200

OBSOLETE FORMS    1      (Form 743)

Agency forms	1712
OGA forms	190
TOTAL	1902

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1		<i>Don B</i>	
2			
3			
4			
5			
6			
ACTION		PREPARE REPLY	
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN <i>to Shaw</i>
CONCURRENCE	<input checked="" type="checkbox"/>	INFORMATION	SIGNATURE
Remarks:			
<i>Copy of RAO Report for October 1962. (Some Principal Records Mgmt Activities for Oct 1962).</i>			
PLACE HERE TO RETURN TO SENDER			
NAME, ADDRESS AND PHONE NO.		DATE	
<i>604 - 1016 16th St.</i>		<i>11/6/62</i>	

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